

## MINUTES OF THE CASWELL COUNTY BOARD OF HEALTH

The Caswell County Board of Health met at 7:00 P.M. on \*November 24, 2015 in the Caswell County Health Department's downstairs meeting room in Yanceyville, North Carolina.

### ATTENDANCE:

Position	Name	Present	Not Present
County Commissioner	Nate Hall		X
Dentist	Rose Satterfield, DMD		X
Engineer (General Public)	Jennifer White, RN (Vice-Chairperson)	X	
General Public	Carol Komondy		X
General Public	Carl Carroll, REHS	X	
General Public	Elin Arneau-Claggett, PA-C, PhD	X	
Optometrist (General Public)	Cecil Page	X	
Pharmacist	Andrew J. Foster, Pharm.D, R.Ph. (Chairperson)		X
Physician	Scott Spillmann, MD, MPH	X	
Registered Nurse	Carla Lipscomb, RN	X	
Veterinarian	Christine Frenzel, DVM		X

### Others Present:

Frederick Moore, MD – Health Director  
 Sharon Hendricks – Finance Officer  
 Jennifer Eastwood, MPH – Quality Assurance Specialist

### I. Call to Order

A. A quorum being present, Caswell County Board of Health was called to order by the Vice-Chair.

### II. Public Comment

A. None

### III. Approval of Minutes

A. The October 27, 2015 Board of Health minutes were reviewed.

A motion was made by Scott Spillmann and seconded by Cecil Page to approve the minutes of the Board of Health for October 27, 2015. The motion was approved on a vote of 6 to 0.

### IV. Occupational Therapy

- A. The Board of Health had asked for more data on how many referrals were turned away due to the lack of Occupational Therapy services.
- B. Dr. Moore said that over the last five months there had been eight requests for Occupational Therapy of which two said that Physical Therapy was adequate. The remaining six went elsewhere. This is roughly 1-2 referrals per month. However, Dr. Moore said that when word got out that we had Occupational Therapy, and when our Physical Therapist evaluated patients and saw that they could benefit from Occupational Therapy, that our number of Occupational Therapy referrals would grow. He felt that the 1-2 referrals a month was on the low side.
- C. Scott Spillmann said that providers had probably stopped asking for Occupational Therapy because they knew it was not available.
- D. Dr. Moore said that if we can arrange for a pay per visit Occupational Therapist, there is very little financial risk involved in providing the service.
- E. Dr. Moore included several documents in the packet that explained what Occupational Therapy was.
- F. Dr. Moore asked the board if they now had enough information to decide if we should proceed with asking the Board of County Commissioners if we could hire a per visit Occupational Therapist.
- G. Scott Spillmann asked what information Dr. Moore thought the Board of County Commissioners wanted. Dr. Moore said that historically, he had difficulty predicting what information the Board of County Commissioners wanted and the decisions they made. At the last Board of Health meeting the board had recommended not pushing the financial aspects of this request but instead pointing out the need for the service. Jennifer White said that, during a presentation, she would be happy to speak with the Board of County Commissioners as a recipient of Occupational Therapy. Dr. Moore

- also said that the agency's Physical Therapist was also willing to speak to the commissioners. Scott Spillmann said that he thought that the financial side of the argument was important to present.
- H. Dr. Moore said that if the Board of Health agreed, he would speak with the County Manager about an Occupational Therapist. If the County Manager agreed, Dr. Moore said that he would like to make another attempt at adding the Occupational Therapy position. Even if the attempt failed, it would lay the ground work for including the request in the budget for next fiscal year.
  - I. Carla Lipscomb recommended that our Home Health staff start asking referral sources if they would be interested in Occupational Therapy if it were available. She said that she was in favor of hiring an Occupational Therapist, but she thought that, even if it took a few months to collect, having more data would make the request easier. Scott Spillmann wondered if the Physical Therapist could provide some information retrospectively about how many clients she has had that would have benefited from Occupational Therapy. He also wondered if there were any projections that could be made on the growth of Occupational Therapy based on the growth of Physical Therapy. Dr. Moore said that the full time Physical Therapist had only been on board for a month so it may be hard to extrapolate.
  - J. Sharon Hendricks was asked how Occupational Therapy would impact the reimbursement. She said it would depend on the severity of the patient's condition and the number of visits made. She said that Occupational Therapy had the potential to add several thousand dollars per 60 day episode. At a minimum it would cover the cost of the service and had a very strong possibility of making a profit.
  - K. Elin Arneau-Claggett said that Occupational Therapy deals with cognitive deficits which is an untapped "market" in Caswell County. Also, Occupational Therapy services are not currently available in Caswell County. Both of these factors would indicate a large growth potential for Occupational Therapy services.

A motion was made by Scott Spillmann and seconded by Carla Lipscomb to request that the Board of County Commissioners reconsider the Occupational Therapist position. The motion was approved on a vote of 6 to 0.

- V. Annual Performance Evaluation of Health Director
  - A. The process of performing the annual evaluation of the Health Director typically starts in January.
  - B. Dr. Moore said that the County Manager had sent out a revised performance evaluation tool for county employees. Dr. Moore said that a copy was included in the packet for the board to review and decide if they wanted to use it for the Health Director evaluation.
  - C. Jennifer White said that it was hard for the board to know how a Health Director performed on a day to day basis. She wondered if the board could talk to or survey the staff to get more information. She also said that the ANCBH was beginning to work on a tool to evaluate Health Directors that is more focused on leadership qualities.
  - D. Dr. Moore said that no matter what tool was used, the main thing was that an annual evaluation was completed. He said that the board was welcome to talk with or survey Health Department staff if they chose to and he would bring both the old and new forms to the January meeting. Scott Spillmann said that an employee wide survey might provide more reliable information. Carla Lipscomb commented that some peer survey results are based on one specific event rather than an unbiased overview and may need to be interpreted carefully.
  - E. Carl Carroll said that in light of the pending retirement of the current Health Department, the board may want to include some questions in an employee survey about what characteristics staff are looking for in a new Health Director.
  - F. Scott Spillmann asked if a listing of goals was included in an evaluation. Dr. Moore said that there was an attempt to do this but it was not always a focus of the process. Dr. Moore said that on of the short comings of the county's employee evaluation process has been that the evaluation results are rarely tied to anything positive. It has typically been used only as a disciplinary tool.
  - G. Jennifer White asked Dr. Moore to send out a copy of his job description to Board of Health members. Carl Carroll asked if a copy of the last evaluation could also be included.
- VI. Environmental Health Restroom – Dr. Moore said that construction of the Environmental Health restroom had begun.
- VII. Home Health Director of Nursing
  - A. The current budget included a vacant Home Health Nursing Director of Nursing position. We

currently have a nursing supervisor in Home Health but Dr. Moore has temporarily been acting as the Nursing Director. Dr. Moore said that he has been grooming someone for this position and would like to move ahead with filling this position with the board's blessing.

- B. This promotion would still leave one funded nursing vacancy that will remain vacant for now.
- C. Elin Arneau-Claggett commented that the board had already supported this plan when the budget was proposed.
- D. Jennifer White commented that we should fill the field nurse position well in advance of the need so she could spend several months in training. She recommended that this employee be sent for training is supervision. Dr. Moore said that training had already been scheduled.

A motion was made by Scott Spillmann and seconded by Jennifer White to approve the filling of the Home Health Nursing Director position. The motion was approved on a vote of 6 to 0.

#### **VIII. Budget for FY 2016-2017**

- A. The board discussed the following budget related issues:
  - 1. Retiring Nurse Practitioner – This is a key position and we may need to increase the pay to fill the position. Jennifer White said that we may need to increase the salary to \$100,000.
  - 2. Retiring Health Director – The current Health Director wears three main hats; Health Director, Medical Director, IT
    - a. Dr. Moore said that depending on who replaces him, it will most likely cost significantly more than the county is currently offering. Carla Lipscomb said that she was shocked at the current salary of the Health Director. Elin Arneau-Claggett said that it would probably cost well over \$100,000 a year to fill the Health Director and Medical Director jobs. Jennifer White said that it may cost as much as \$200,000.
    - b. There was a wide ranging discussion about how to fill these positions.
    - c. In response to a question, Dr. Moore said that his retirement date was tentatively scheduled for sometime between Oct 1<sup>st</sup> and Dec 31<sup>st</sup> of 2016.
  - 3. Home Health biller
    - a. We need two billers in Home Health since bringing the billing back in house.
    - b. Sharon Hendricks has been filling in with the billing process but she has other duties and responsibilities.
  - 4. Health Educator
    - a. One of the unique things that a Health Department does is to work in the community to develop programs to improve the health of the population.
    - b. We currently fund less than a half time Health Educator and if the Caswell County Health Department wants to play a proactive and intentional role in the community, we need more staff time. Many of today's health problems are based on unhealthy behavior and it takes creativity and time to advocate for change in a community.
  - 5. Flu Vaccine Clinic
    - a. There was a very positive response to the free flu shot clinic we held this fall. Dr. Moore said that he has been asked multiple times if it was going to offered again next year.
    - b. There was general support for doing this and it was suggested that we put it in the budget and see if the Board of County Commissioners would pay the \$10,000 cost.
  - 6. Home Health Software
    - a. Dr. Moore said that due to increasing problems with our current vendor, he has recently been convinced that we need to change vendors.
    - b. Elin Arneau-Claggett said it may be a good idea as her office recently changed software and it has made a big difference in their productivity.
    - c. This may impact the budget positively as most of the software packages we are considering are less expensive than Brightree.
  - 7. Becoming a Medicare Provider in the Clinic
    - a. With the retirement of our long time FNP, we are considering the possibility of becoming a Medicare provider in the clinic.

- b. Being a Medicare provider opens up a whole new level of complexity of billing and patient care.
  - c. This is not a change that should be taken lightly, but with the changing (i.e. decreasing) funding streams for Health Department's, we need to consider new revenue sources.
  - d. Elin Arneau-Claggett commented that with all the expected changes coming over the next 12 months, she would not recommend doing this until the new FNP and Medical Director get settled. She thought this would be a good idea after things settle down.
- B. Jennifer White reminded the board that, in general, they had generally chosen to include things in the budget rather than exclude items.

**IX. Adjournment**

- A. The Chair adjourned the meeting without objection.

**Approved By:** \_\_\_\_\_  
Health Director

\_\_\_\_\_  
Date

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Board of Health

\_\_\_\_\_  
Date